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APPLICATION NUMBER	FILING OR 371 DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
10/764,697	01/26/2004	William F. Geritz III	010438/2

CONFIRMATION NO. 9191

## FORMALITIES LETTER



\*OC000000012503566\*

25223

WHITEFORD, TAYLOR & PRESTON, LLP  
 ATTN: GREGORY M STONE  
 SEVEN SAINT PAUL STREET  
 BALTIMORE, MD 21202-1626

Date Mailed: 05/03/2004

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

*Filing Date Granted*Items Required To Avoid Abandonment:

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is missing.  
*A properly signed oath or declaration in compliance with 37 CFR 1.63, identifying the application by the above Application Number and Filing Date, is required.*
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$65 for a small entity in compliance with 37 CFR 1.27, must be submitted with the missing items identified in this letter.

SUMMARY OF FEES DUE:

Total additional fee(s) required for this application is \$65 for a Small Entity

- \$65 Late oath or declaration Surcharge.

Replies should be mailed to: Mail Stop Missing Parts  
 Commissioner for Patents  
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07/30/2004 MAHME1 00000109 10764697

01 FC:2051 65.00 OP

*A copy of this notice **MUST** be returned with the reply.*

*EW*

Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE

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July 27, 2004

Mail Stop: MISSING PARTS  
Commissioner for Patents  
P.O. Box 1450  
Alexandria, VA 22313-1450

**Re: U.S. Patent Application of GERITZ, William F., III (Columbia, Maryland),  
NAVARRO, Paul (Baltimore, MD), OUREDNIK, Patricia Ann (Bel Air,  
Maryland) and MAHONEY, Donald P. (Cochranville, Pennsylvania) for their  
"SYSTEM AND METHOD FOR AUTOMATING BUSINESS  
DEVELOPMENT" (Based upon Provisional Application Serial No.: 60/442,435;  
filed: January 24, 2003); Serial No.: 10/764,697; Filed: January 26, 2004  
Our Docket No. 010438/3**

Honorable Commissioner:

Responsive to the Notice to File Missing Parts of Nonprovisional Application, enclosed  
please find the following:

1. Copy of "Notice to File Missing Parts of Nonprovisional Application" issued May 3, 2004 (2 pages total).
2. Combined Declaration and Power of Attorney (Submitted after Initial Filing) (3 pages total).
3. Petition for Extension of Time Under 37 CFR 1.136(a) - form PTO/SB/22 (1 page total).
4. Our check in the amount of \$120.00 to cover the Extension of Time Fee (small entity - \$55.00) and the fee for late filing of oath or declaration surcharge (small entity - \$65.00).
5. Our post card. Please date stamp and return.

Commissioner for Patents

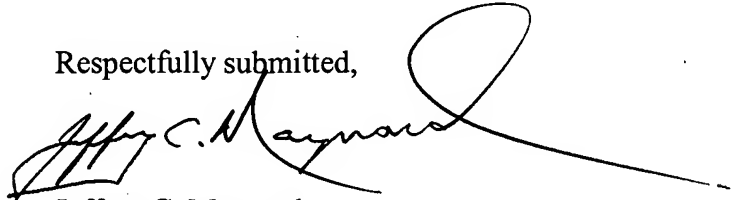
July 27, 2004

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Please charge any unanticipated fees, or credit any overpayment, to our Deposit Account No.: 50-1479 (a duplicate copy of this charge authorization is attached.)

Please associate this application with Customer Number 25223, and send all correspondence in connection with this application to the correspondence address associated therewith.

Respectfully submitted,



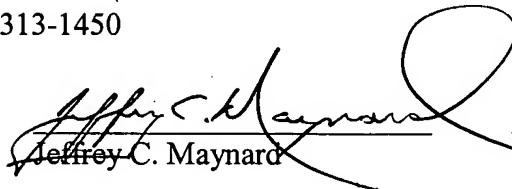
Jeffrey C. Maynard

Reg. No. 46,208

Enclosures

I HEREBY CERTIFY that the above-referenced documents for Application Serial No. 10/764,697 are being deposited with the United States Postal Service with sufficient postage as First Class Mail on the date indicated below and in an envelope addressed to:

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7/27/04  
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